

<b>Job title</b>	<i>Assistant Resident Engineer</i>
<b>Reports to</b>	<i>Damon Oatman</i>

### **Job purpose**

Nisqually Construction Services, LLC is a full-service Construction and Construction Management firm serving the greater Seattle area. We are currently hiring for an Assistant Resident Engineer (ARE) to support projects in the Seattle area. The duties of an ARE include but are not limited to: RFI and submittal review input, inspection and observation of the work, project documentation and daily reporting, correspondence, contractor coordination, resolving technical issues, change management, claims management, pay application review and schedule update reviews. Other duties may be assigned as directed by the Resident Engineer.

### **Duties and responsibilities**

- Assist the Resident Engineer with all facets of project execution
- Monitor construction activities and ensure that the Work is installed in accordance with the project documents (specs, drawings, etc)
- Review submittals and RFIs as needed
- Coordinate field inspection staff schedules and coverage areas
- Assist with resolution of technical and commercial issues
- Interface with design team, Owner staff and 3<sup>rd</sup> party stakeholders concerning project issues
- Document work progress via photos or inspection reports
- Interface with Contractor project engineers and staff
- Attend and participate in weekly progress meetings, readiness review meetings and construction work plan meetings, etc
- Read, clearly understand and interpret construction drawings
- Participate in progress payment review, change management and claims management
- Perform other duties as needed

### **Qualifications**

Qualifications include:

- Minimum of 5 years of experience required.
- Experience as an assistant RE, construction or field engineer on infrastructure projects
- BS degree in Civil Engineering or Construction Management required
- Ability to read and interpret construction drawings and specifications.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office including Word and Excel.
- Position requires candidate be pro-active and personable.
- Ability to learn quickly and assist with applicable tasks.
- Ability to work in a team environment.

*Megan Peterson*

Human Resources Manager

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